

Iowa W-2 Wage Statement Filing Requirements

- Employers with Iowa withholding must electronically file W-2 wage statements with the Iowa Department of Revenue (IDR).
- The filing deadline is the last day in January.
- An extension form will be available on IDR's website at <https://tax.iowa.gov/> for businesses that need more time to file.

How to File W-2 Wage Statements in Iowa

- Businesses must file W-2 wage statements with IDR electronically. Paper forms will not be accepted.
- W-2 information will be formatted in a file as specified in the IDR Publication 44-082.
- Once your W-2 Wage Statement information is properly formatted, you are ready to file.

How to File W-2 Wage Statements in Iowa

- Visit the Department's eFile & Pay web application at https://efilepay.idr.iowa.gov/iao_aaa/welcome.asp.
- You need your business' Business E File Number (BEN) to login.

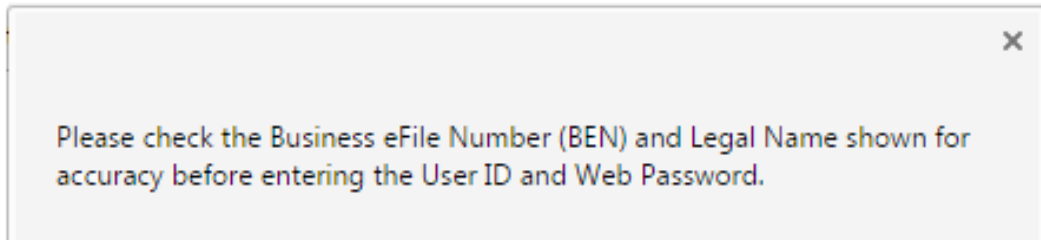
Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

- If you are a Service Provider enter your BEN, not the BEN of your client.



- Verify that the BEN and Employer Legal Name match the information for the W-2 Wage Statement file you are about to upload.

The login screen features a header with "Business eFile Number: 88771054" and "Legal Name: LEGALNM-733" on the left, and links for "FAQs", "Help", and "IDR Home" on the right. Below the header is a "Log In" link with a right-pointing arrow. A paragraph of instructions follows: "Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access." The main content area contains a "User Authentication" box. Inside this box, the "Business eFile Number: 88771054" and "Legal Name: LEGALNM-733" are displayed. Below this are two input fields: "Enter User ID:" with the value "0001" and "Enter Web Password:" with masked characters "*****". At the bottom of the box are two buttons: "EXIT" and "LOG IN".

Enter the User ID and password.

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Business eFile Number: 88771054 Legal Name: LEGALNM-733

[FAQs](#) | [Help](#) | [IDR Home](#)

Main Menu >

DEMO ON/OFF

Press this button to demo system.

Select an Option

Select a tax type to file a return and make a payment.

- [Consumer Use](#)
- [Liquefied Petroleum Gas \(LPG\)](#)
- [Withholding](#)

Select a report to submit.

- [W-2 Wage Statement](#)
- [1099 Information Return](#)



Select an administrative function to perform.

- [Add/Edit Users](#)
- [Make a Payment](#) (You must efile Return first)
- [Change a Profile](#)
- [Cancel a Payment](#)

View "e" History

- [View Returns "e" History](#)
- [View Cancelled Payments "e" History](#)
- [View Payments "e" History](#)

EXIT

Click **W-2 Wage Statement**.

Service Providers select **File for Client** and have the option to file W-2s and 1099s for their clients.

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BEN: 88771054 Name: DBA-5788 [FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload >

[INSTRUCTIONS](#)

UPLOAD NEW FILE... REFRESH MAIN MENU

File Name	TimeStamp	Status	Details	Results

UPLOAD NEW FILE... 

Actions
To print a copy of the confirmation, click the Download Result link in the Results column. Click the BACK button to return to the previous page; Click the REFRESH button to update the contents of this page; Click the MAIN MENU button if you do not wish to upload a W-2 Wage Statement file at this time.

MAIN MENU REFRESH < BACK

Click ***Upload New File*** to upload your W-2 file.


BEN: 88771054 Name: DBA-5788 [FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload File Select >

[Instructions](#)

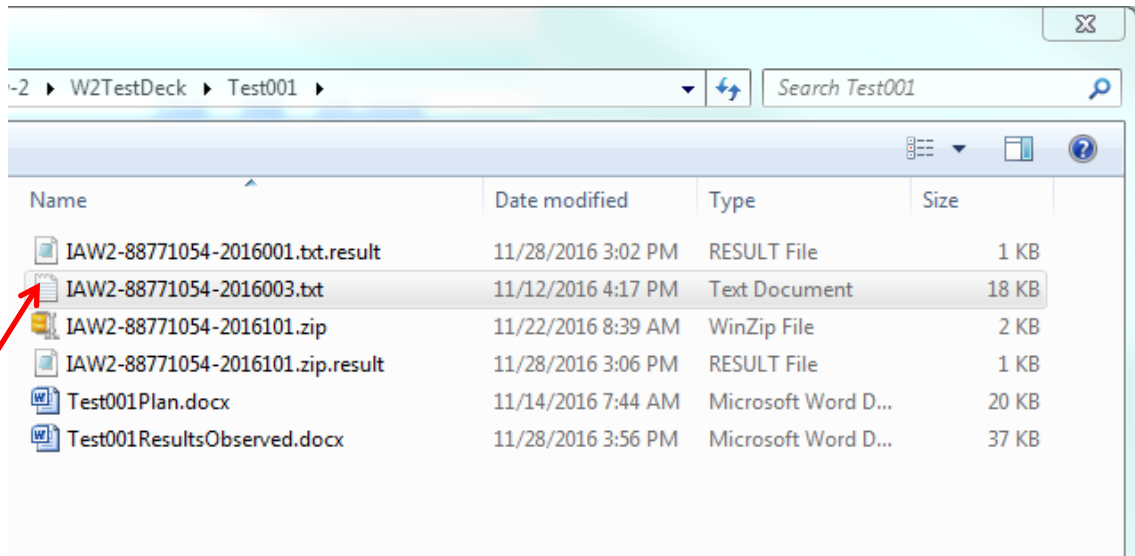
Choose file to upload:

No file chosen



Click the ***Choose File*** button to select the file to upload.

Iowa Department of REVENUE



Select the appropriate W-2 file for Iowa. In this example we are using IAW2-88771054-2016003.txt.

BEN: 88771054 Name: DBA-5788

[FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload File Select >

[Instructions](#)

Choose file to upload:

Choose File IAW2-88771...016003.txt

UPLOAD

CANCEL

After you have selected your file, click the ***Upload*** button.

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BEN: 88771054 Name: DBA-5788 [FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload > [Instructions](#)

UPLOAD NEW FILE... REFRESH MAIN MENU

File Name	TimeStamp	Status	Details	Results
IAW2-88771054-2016003.txt (17.99 KB)	12/15/2016 4:29:00 PM	IDLE	Waiting to process file...	

UPLOAD NEW FILE...

Actions
To print a copy of the confirmation, click the Download Result link in the Results column. Click the BACK button to return to the previous page; Click the REFRESH button to update the contents of this page; Click the MAIN MENU button if you do not wish to upload a W-2 Wage Statement file at this time.

MAIN MENU REFRESH < BACK

After uploading the file click the **Refresh** button to update the information on the page. Page contents will not update automatically.

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BEN: 88771054 Name: DBA-5788 [FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload [Instructions](#)

UPLOAD NEW FILE... REFRESH MAIN MENU

File Name	TimeStamp	Status	Details	Results
IAW2-88771054-2016003.txt (17.99 KB)	12/15/2016 4:29:00 PM	Completed	File processed with no errors.	Download Results (0.03 KB)

UPLOAD NEW FILE...

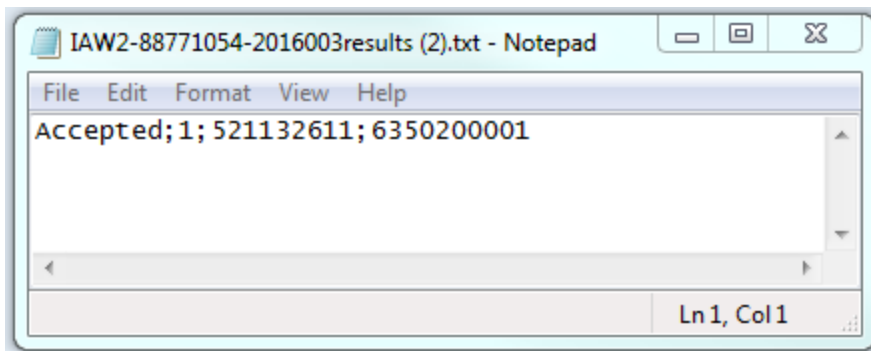
Actions
To print a copy of the confirmation, click the Download Result link in the Results column. Click the BACK button to return to the previous page; Click the REFRESH button to update the contents of this page; Click the MAIN MENU button if you do not wish to upload a W-2 Wage Statement file at this time.

MAIN MENU REFRESH < BACK

After clicking **Refresh**; the Status, Details, and Results columns will display information based on the file uploaded.

This file has been successfully completed with no errors. Click **Download Results** to view your confirmation number for the successful filing.

Iowa Department of **REVENUE**



A box will open up displaying your results. This filing has been successfully accepted for one employer with an employer ID number of 521132611 and confirmation number of 6350200001.

If you have any errors within your file, they will be displayed here in the results. For error codes please reference the Electronic Reporting of Wages Statements and Information Returns Pub 44-082.

Iowa Department of REVENUE

BEN: 88771054 Name: DBA-5788 [FAQs](#) | [Help](#) | [IDR Home](#)

W-2 Wage Statement Upload [Instructions](#)

UPLOAD NEW FILE... REFRESH MAIN MENU

File Name	TimeStamp	Status	Details	Results
IAW2-88771054-2016003.txt (17.99 KB)	12/15/2016 4:29:00 PM	Completed	File processed with no errors.	Download Results (0.03 KB)

UPLOAD NEW FILE...

Actions
To print a copy of the confirmation, click the Download Result link in the Results column. Click the BACK button to return to the previous page; Click the REFRESH button to update the contents of this page; Click the MAIN MENU button if you do not wish to upload a W-2 Wage Statement file at this time.

MAIN MENU REFRESH < BACK

Once you have download and reviewed your file upload results, click **Main Menu**.

Iowa Department of REVENUE

Business eFile Number: 88771054 Legal Name: LEGALNM-733

[FAQs](#) | [Help](#) | [IDR Home](#)

Main Menu >

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- [View Cancelled Payments "e" History](#)

EXIT

On the Main Menu, other tax filings may be completed; or to exit the eFile & Pay system, click **Exit**.

Thank You >

Thank you for using eFile & Pay!

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If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

EXIT

Click ***Exit*** to leave the application.